

General Requirements Overview

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an appointment. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the appointment time constraints.

“Project stoppers” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener: Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the LU Screener the Project Description.

LU Screener: Responsible for completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours, and in coordination with the O/S Screener the Project Description.

General Requirements

Cover Sheet Completed

- Project Address matches the Address assigned by DPD.
- All portions of Cover Sheet completed including, Contact information, Project Number of Initially Approved Project, Floor Area, Grading, Energy/Mechanical Code Compliance Information etc.

Project matches Addressing Review

- Address on all plan sheets match DPD Project Address.
- Legal Description matches legal description reviewed by Addressing.
- Plot Plan matches Plot Plan reviewed by Addressing.

Plot Plan, Floor Plan and Elevations agree

- Verify that the grade lines shown on the elevation match the specific site.

Plans are Microfilmable

- Good print contrast.
- Lettering is a minimum 1/8th inch.
- Plot plan is drafted at a minimum 1/8th inch or 1:10.
- Minimum ¼ inch scale for all other plans

Plans Required

- Four identical sets of plans with complete coversheets and stapled on left side
- Extra Plot Plan for Water Department
- Extra Plot Plan for Seattle Transportation if Street Improvements are required.

Structural Calculations Included if project is engineered

All Plans and Notes Indicated in Screening Checklist are Included

Forms Completed

- Financial Responsibility Form
- Contact Disclosure Form
- Construction Storm Water Checklist if site disturbance is <5000 sq. feet.
- Equipment Sizing Form
- No Protest Agreement If the Street is not developed with curbs, sidewalk etc.
- Pre-Application Site Inspection Report.
- Target UA Form or Systems Analysis Calculations If selected on Coversheet
- Request to Seattle Public Utilities for Water Availability Form

Land Use Notes

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations. If the reviewer has to do the calculations, rather than spot check them for accuracy, the review will take longer.

Req. Prov.

General Information

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Zoning of property |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Overlays that apply to property |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify housing type (i.e. townhouses, ground related, apartments) |

Density Calculations

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify lot area |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required minimum lot area per dwelling (i.e. 1/800 sq.ft., 1/1,200 sq.ft.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations for allowed density (i.e. 5,600 sq.ft. lot area/ 800 sq.ft. per unit = 7 units) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed density (i.e. 5 units) |

Lot Coverage

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations of area of all principal and accessory structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed lot coverage |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed lot coverage |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. first 4' unenclosed decks), |

Structure Height

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus) |

Sloping lot height bonus documentation (calculate to nearest inch)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of high grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06) |

Structure Width

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure width |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure width |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify if modulation standards met to increase structure width |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e.) |

Structure Depth

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of property |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure(s) depth (Structure depth / Property depth) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure depth |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. first 4 feet of unenclosed decks) |

Land Use Notes - continued**Setbacks****Front**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required front setback(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide calculations if front setback is an average of adjacent structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed front setback |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. bay windows) and demonstrate code compliance for these features |

Rear

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required rear setback |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed rear setback |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

Side

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of lot |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of structure |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify height of structure |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required side setback for each side |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

Cluster

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify width of facing facades |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required setback(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for required setback |

Screening and Landscaping

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Calculation of required landscaping (3' x total length of property lines) |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations of proposed landscaped areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify percent of ground cover, number of trees, number of shrubs |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of street trees proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of dumpsters and recycling containers and proposed screening |

Open Space

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required open space (i.e. 300 sq.ft. per unit, 800 sq.ft., etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed open space |
| <input type="checkbox"/> | <input type="checkbox"/> | Show open space calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these exceptions |

Light and Glare

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc.) |
|--------------------------|--------------------------|---|

Parking and access

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations of required parking |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of units |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify parking factor based on number of units |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations of average unit size for non-townhouse projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of parking spaces provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify size of spaces provided (i.e. 10 spaces at 8' x 16', 3 spaces at 7 ½' x 15') |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance |

Architectural Notes

Req. Prov.

Design Analysis

<input type="checkbox"/>	<input type="checkbox"/>	Identify Building Code and Year
<input type="checkbox"/>	<input type="checkbox"/>	Type of Construction
<input type="checkbox"/>	<input type="checkbox"/>	Height per Building Code
<input type="checkbox"/>	<input type="checkbox"/>	Number of Stories and Basements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Area Separation analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sprinkler analysis
<input type="checkbox"/>	<input type="checkbox"/>	Stairway headroom,.
<input type="checkbox"/>	<input type="checkbox"/>	Handrail specifications
<input type="checkbox"/>	<input type="checkbox"/>	Guardrail height, intermediate rail and design strength

Accessibility Analysis

<input type="checkbox"/>	<input type="checkbox"/>	Total number of Units
<input type="checkbox"/>	<input type="checkbox"/>	Number of Type A Units Required
<input type="checkbox"/>	<input type="checkbox"/>	Number of Type B Units Required
<input type="checkbox"/>	<input type="checkbox"/>	Type A Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Type B Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Total Number of Parking Spaces
<input type="checkbox"/>	<input type="checkbox"/>	Number of Barrier Free Parking Spaces Provided

Mechanical & Ventilation Notes

<input type="checkbox"/>	<input type="checkbox"/>	Source Specific Fan Sizes (if not specified on floor plans).
<input type="checkbox"/>	<input type="checkbox"/>	Duct work gage between garage and living spaces.
<input type="checkbox"/>	<input type="checkbox"/>	Whole House Ventilation including type, size, sone rating, and controls, or specify integrated forced air system.

Energy Notes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify Code Edition (Such as Year).
<input type="checkbox"/>	<input type="checkbox"/>	Heated Floor Area (gross floor area minus the walls areas).
<input type="checkbox"/>	<input type="checkbox"/>	Area of Exterior Doors.
<input type="checkbox"/>	<input type="checkbox"/>	Area of Glazing in Exterior Walls.
<input type="checkbox"/>	<input type="checkbox"/>	Area of Skylights.
<input type="checkbox"/>	<input type="checkbox"/>	Glazing/Floor Area % (all glass).

Fire Notes

<input type="checkbox"/>	<input type="checkbox"/>	Type of sprinkler system to be installed
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Structural Notes (Unless specified on details or framing and floor plans)

Design Loads Notes

<input type="checkbox"/>	<input type="checkbox"/>	Floor Dead Load and Live Load
<input type="checkbox"/>	<input type="checkbox"/>	Roof Dead Load and Live Load
<input type="checkbox"/>	<input type="checkbox"/>	Wind Exposure and Speed
<input type="checkbox"/>	<input type="checkbox"/>	Seismic Zone
<input type="checkbox"/>	<input type="checkbox"/>	Soil Bearing Pressure
<input type="checkbox"/>	<input type="checkbox"/>	Equivalent fluid Pressure

Structural Notes - continued

Req. Prov.

Foundation Notes

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Concrete Strength and Mix. |
| <input type="checkbox"/> | <input type="checkbox"/> | Reinforcing Steel Grade Placement and Protection. |
| <input type="checkbox"/> | <input type="checkbox"/> | Anchor bolt size, spacing, and washer/plate size. |

Framing Notes

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Grade and species of all lumber used on this projects: beams, headers, joist, rafters, columns, studs & miscellaneous. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheathing type, grade and index. |
| <input type="checkbox"/> | <input type="checkbox"/> | Manufactured Trusses, Type and Manufacturer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Nailing and Blocking. |
| <input type="checkbox"/> | <input type="checkbox"/> | Handrail specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Guardrail design strength |

Plot Plan**General Information**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Project site address. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1' |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number). |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN). |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify and dimension all property lines. Show their bearings. |

Street and alley information

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Names of adjacent streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street and Alley right-of-way width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street, alley improvement type, and width (asphalt, concrete, gravel, 24' wide, or specify "unimproved"). |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk type, width, distance from property line(s) or specify "no sidewalk". |
| <input type="checkbox"/> | <input type="checkbox"/> | Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs"). |
| <input type="checkbox"/> | <input type="checkbox"/> | Curbscut width and distance from adjacent property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label curbcuts as "existing" or "proposed". |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk type and width, or specify "no sidewalk". |
| <input type="checkbox"/> | <input type="checkbox"/> | Show street trees and identify as "existing" or "proposed" |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.). |

Utilities – Show existing and proposed

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer mains (sanitary only or combination). |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drains and catch basins. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water mains, fire hydrants and water meter. |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility poles (light, power, street light, signals, and transit). |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater disposal system or detention. |

Plot Plan - continued

Req. Prov.

Development Information

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances from all portions of the building to front, side, and rear property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify accessory structures and dimension distances from other structures and property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label any assumed property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking space(s), driveways, parking aisles. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify slope of driveway |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of screening of parking (i.e. Fence, shrubs or identify exceptions being used) |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all window wells, fireplaces, chimneys, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Caliper and species of exceptional and significant trees. |

Calculations and details

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Specify location of rockery / retaining walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction access detail. |

Height details

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade at each building corner |
| <input type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | For flat roofs, - identify elevation at top of roof structure, top of roof decks if applicable |

Additional requirements - Sloping lot height bonus details

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on high grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on low grade wall |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension line between average high point and average low point |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide topographic survey with 2 foot contours (minimum) by licensed surveyor |

Open Space

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension required open space |
| <input type="checkbox"/> | <input type="checkbox"/> | For ground related housing, identify unit the open space serves. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of trees, shrubs, and groundcover. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide open space calculations |

Landscaping

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify common and scientific names of proposed landscaping |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify size and quantity of plantings proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify soil mix |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide key to landscape symbols used |

Floor Plans

Req. Prov.

General Information

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale ¼" = 1'. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label Unit and Type For Accessibility |
| <input type="checkbox"/> | <input type="checkbox"/> | Use of each room (basement is not a use). |
| <input type="checkbox"/> | <input type="checkbox"/> | If framing is shown on floor plans, identify which floor level framing is shown (i.e. "1 st floor plans, 2 nd floor framing"). |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details. |

Floor plan information

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Overall dimensions of Unit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension location of all interior walls and columns, from each other and from outside of exterior walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show area separation walls, unit separation walls, and other fire rated walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Show occupancy separation and fire rating between garage and units. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of interior and exterior doors and windows. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension door size and. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show direction of all door swings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify egress window(s), dimension sill height, net open area, clear open width, clear open height. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions for window sizes on plan or provide schedule. Include height, width, type (i.e. slider, casement, awning), U-value (factor) or call out key on plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of all smoke detectors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of exhaust fans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attic access location and size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify water heater location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show furnace location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify kitchen sink, refrigerator, cooking appliances location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show toilet, bathing, sink location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show decks, porches, landings, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify partial height walls. |

Stair information

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Locate stairs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension width and landing size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension rise and run. |
| <input type="checkbox"/> | <input type="checkbox"/> | Handrail information. |
| <input type="checkbox"/> | <input type="checkbox"/> | Guardrail information. |
| <input type="checkbox"/> | <input type="checkbox"/> | Headroom height. |
| <input type="checkbox"/> | <input type="checkbox"/> | Winding stair dimensions (if used). |
| <input type="checkbox"/> | <input type="checkbox"/> | Spiral stair dimensions (if used). |

Elevation Views

Req. Prov.

General Information

<input type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}' = 1'$
<input type="checkbox"/>	<input type="checkbox"/>	Show and label north, south, east, and west elevation views.
<input type="checkbox"/>	<input type="checkbox"/>	Show and dimensions exterior architectural features (garden windows, bay windows, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Show window wells.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate slope of pitched roofs.
<input type="checkbox"/>	<input type="checkbox"/>	Show location of doors and windows.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing and finished grade lines.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the elevation of the existing and finished grade at each building corner
<input type="checkbox"/>	<input type="checkbox"/>	Identify the elevation of each floor
<input type="checkbox"/>	<input type="checkbox"/>	For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	For flat roofs - identify elevation at top of roof structure, top of roof decks if applicable and top of parapets.
<input type="checkbox"/>	<input type="checkbox"/>	Height of yard exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower.
<input type="checkbox"/>	<input type="checkbox"/>	Height of cantilevered portions of structure from grade.
<input type="checkbox"/>	<input type="checkbox"/>	Height of chimney above structures within 10'.
<input type="checkbox"/>	<input type="checkbox"/>	Details of open railings on decks if yard or height exceptions used.

Foundation Plan

General Information

<input type="checkbox"/>	<input type="checkbox"/>	North Arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}" = 1'$
<input type="checkbox"/>	<input type="checkbox"/>	Reference callouts for cross sections and details.

Footing and foundation information

<input type="checkbox"/>	<input type="checkbox"/>	Overall dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of posts from each other.
<input type="checkbox"/>	<input type="checkbox"/>	Dimension and locate spread footings.
<input type="checkbox"/>	<input type="checkbox"/>	Dimension continuous footings and foundation walls (width, height) or reference detail.
<input type="checkbox"/>	<input type="checkbox"/>	Specify reinforcement grade, size and spacing.
<input type="checkbox"/>	<input type="checkbox"/>	Specify thickness of slab and materials below slab.
<input type="checkbox"/>	<input type="checkbox"/>	Window wells construction information.
<input type="checkbox"/>	<input type="checkbox"/>	Crawl space vent size and locations.
<input type="checkbox"/>	<input type="checkbox"/>	Crawl space access (location and size).
<input type="checkbox"/>	<input type="checkbox"/>	Show location of posts and sizes of posts.
<input type="checkbox"/>	<input type="checkbox"/>	Locate and identify all steps in foundation or stem walls.
<input type="checkbox"/>	<input type="checkbox"/>	Show hold-down model #, location, anchor type, size and bolt embedment depth.

Foundation Plan - continued

Req. Prov.

Footing and foundation information - continued

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all first floor framing (size and span of beams and joists, direction of joists). |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all cripple walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all shear wall / braced wall panels and indicate construction. |

Floor and Roof Framing Plans**Floor Framing Plans****General Information**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale 1/4" = 1' |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify floor (1 st floor, 2 nd floor, etc.) and framing level. |

Framing information

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Size and spacing of framing members (i.e. joists, beams). |
| <input type="checkbox"/> | <input type="checkbox"/> | Size and span of headers, beams, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and size of framing around openings in floors, ceilings, and other horizontal diaphragms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate all bearing walls and supporting floor framing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate all bearing walls and bearing points from above. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label the size and location of all post in walls carrying point loads. |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify all structural discontinuities, cantilever, offset bearing walls, floor level changes, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show hold-downs, or straps location and size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all ledger connections. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify all shearwalls and/or braced and alternate braced wall panels. Provide a shear wall schedule. |

Roof Framing Plan**General Information**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale 1/4" = 1' |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference call outs for cross sections and details. |

Framing information**If using conventional framing**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Specify ridge beam size and span. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of collar ties (if used). |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify rafter size, spacing, and span. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify header sizes and span. |

If using pre-manufactured trusses

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Location of girder truss, hip master. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify truss span, spacing, type (common, scissor, gable end, etc.) |

Roof Framing Plan - continued

Req. Prov.

Framing information - continued**For all framing types**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show all bearing members below (walls, beams, headers, etc.) giving size and span. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specify size of framing around roof openings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate pitch of roof(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of roof openings (skylights, chimneys, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension all eaves. |

Building Section**Minimum Requirements**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Min. 1/4"=1'-0" scale. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs to construction details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distance from floor to floor. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ceiling height dimensions. (When using sloped ceiling provision, provide detailed dimensions). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Detailed dimensions if collar ties used. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify roof pitch / slope. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show Location and rating of all horizontal and vertical area and occupancy separations |

WATCH FOR:

1. Floor plans **must show** the **location** of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as insulation levels or a stair section, may be on the Building Section as long as the proposal is clear.

Construction Details

Req.	Prov.	Minimum Requirements
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General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minimum 1/4" = 1' (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented).
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Stair Detail

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rise and run dimensions (Winders, spirals, or other unusual stairways may require a detail plan as well).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension headroom height.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handrail information (grasp requirements, extensions, and returns).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardrail information (height and spacing of intermediate rails).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire protection under stair (if enclosed).

Typical Wall Section (extending from roof to footing)

Roof Detail

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension eave.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension height of collar tie from ridge and specify connections.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show gutter, specify type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify roof insulation, R-value, and type.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show fire protection at eave (if appropriate).

Wall Detail

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size and number of top and bottom plates.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stud sizing and spacing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness, and attachment. Fire resistive assembly if appropriate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show interior wall construction including fire rating
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show area separation construction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior side: Insulation R-value and type; wall covering material and thickness (usually gypsum wall board).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show height and construction of parapets including counter flashing and coping materials.

Floor Detail

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheathing material and thickness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of framing members.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation information or reference to separate detail.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl space heights.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vapor barrier material and thickness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perimeter slab and below grade wall insulation and R-value if applicable.

Foundation/Basement Wall/Retaining Wall Details

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully dimension.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detail all differing conditions (reference to detail required on foundation plan).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify footing depth below grade.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify maximum backfill.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicate depth of cut in relationship to property line.

Construction Details - continued

Req.	Prov.	Minimum Requirements
Foundation/Basement Wall/Retaining Wall Details (Continued)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify re-bar location, size and spacing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify sill plate size and material.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specify anchor bolt size, spacing, embedment depth and washer size.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footing drain location, size (at exterior wall) and its discharge point.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spread footing detail(s) – post size, connections to footing, framing above.
Shearwall Details		
<input type="checkbox"/>	<input type="checkbox"/>	Show all Shear Wall / Braced Wall Panels locations, show construction and assembly details.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shearwall schedule
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sheathing material, thickness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required nail size, spacing.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Top and bottom plate connection to diaphragm.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Design capacity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor to floor transfer details (hold down strap or nailing details).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Diaphragm to shear wall connections.
Miscellaneous Details		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rockery / ecoblock cross section.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rated wall construction details.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Masonry veneer connection detail if not shown on wall details.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ledger connection (member size, connection size, spacing) if not provided on framing plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greenhouse connection if not included elsewhere in the plans.

WATCH FOR:

1. **Excavation exceeding 1H:1V from a property line** may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
2. If an **elevator** is proposed, a detail section of the elevator shaft is required.
3. If a **masonry fireplace** is proposed, a detail section of the fireplace and chimney is required.